

# stryker

# Lateral thinker Quality Enthusiast Top colleague Lifesaver



## Technical Administrative Assistant (f/m)

Selzach • Start: January 2018 • Position permanent

**Your Talent** – our passion as a Top-Employer in MedTec!



33.000+ employees



5.638 patents owned globally



\$ 11.3 Billion turnover



Various perspectives and possibilities for personal development



Flexible working hour arrangements



Unique and engaged colleagues

### You are a perfect fit for our team if you

- Appreciate working in teams and collaborating, being open-minded and customer services orientated
- Find joy in developing, maintaining and visualizing data sets and their reporting
- Are into layouting and publishing reports and documentation with the ability to proofread documentation showing a high attention to detail
- Love exploring and working with software having an early adopter mindset
- Enjoy organizing workshops and meetings as well as managing tasks and activities demonstrating strong organizational skills and the ability to multi-task
- Are driven to continuously improve having strong oral and written communication skills

### Our offer

We offer you being part of an international Regulatory Affairs team. You will support the Divisional Medical Device Regulation implementation project with your skills and expertise in a team driven environment.

As the Technical Administrative Assistant, you will provide administrative support having a focus on:

- Collect, manage and maintain data and statistics, creating reports out of these data
- Collect, proofread, edit and format product and product registration documentation as well as other departmental documentation
- Do basic research, data compilation and database maintenance for projects and documents
- Plan meetings and take detailed minutes, assist in the preparation of regularly scheduled reports, develop and maintain a filing system

### Your profile

- You hold a Diploma in Commercial Business;
- You have excellent oral and written English and German language skills;
- You are proficient at MS Office and open to working with different software;
- You have strong organizational skills and high attention to detail, as well as good communication skills;
- You are open to continuous improvement and innovation.

We are looking forward to your online application via our career page, reference number 23382BR.

Please notice that the title of this advertisement can differ from the position title.



Katarzyna Gniazdek  
+48 12 881 0537  
www.stryker.de  
katarzyna.gniazdek@stryker.com



**Apply now!**